



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: LBC Maintenance Assistant On-Call

OPEN: September 22, 2026

EXEMPT: No

SALARY: \$18.00-\$20.00

SHIFT: Day/On Call

LOCATION: Little Bear Creek

DURATION: On-Call

CLOSES: Until Filled; 1st review 10/2/26

JOB CODE:

DIVISION: Family Services

DEPARTMENT: Senior Program

SUPERVISOR: Maintenance Manager

VACANCIES: 2

JOB SUMMARY: The purpose of the work is to perform all review of all maintenance issues arising at Little Bear Creek, Lummi Tribal Care Facilities 3BD & 5 BD, Lummi Veterans Hall all in Family Service Departments to ensure Health and Safety of staff and residents of residents/LFS Departments, Supervise all daily preventative maintenance work. Ensure building and grounds are maintained and clean

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Work with staff and ensuring all contracts and grants for the facility is followed through and the facility is safe for residents
2. Check all equipment inside and out to ensure they are safe and maintained for use
3. Review and maintain all equipment/supplies are necessary kept
4. Knowledge of all areas of the facilities including water heating, plumbing, shower equipment and toilets for residents of all entities
5. Knowledge of all heating systems and air conditioning systems of all entities.
6. Work with professionals to ensure all entities have heat in winter and air conditioning in the summer
7. Maintain yards and landscapes of all entities of Family Services to ensure safety for all
8. The incumbent is responsible for being available when cleaning emergencies arise outside of the resident rooms and for using proper procedures when responding to emergency situations at LBC/TCF & Veterans halls
9. Responsible for reporting on work assignment status and completion of all assigned maintenance work and quality outcome to Maintenance Manager/Supervisor
10. Knowledge of troubleshooting HVAC and plumbing issues at LBC/TCF to Maintenance Manager/Supervisor

MINIMUM QUALIFICATIONS:

- High school diploma preferred or equivalent (GED)
- First aid/CPR training or willing to complete training within 90 days of hire.

- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance. *Preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to cope with stressful situations firmly, tactfully and with respect.
- Ability to write clear and concise reports in progress notes, and other correspondence as required
- Ability to maintain effective relationships with fellow employees and with residents and /or citizens with varied racial, ethnic or economic background.
- Ability to maintain strict Confidentiality at all times.
- Have high moral character, which includes honesty and trustworthiness, have a high integrity, sound judgment and temperate habits
- Demonstrate desire to help people and must enjoy working with the elderly
- Responsible, compassionate, emotionally stable and cheerful.
- Ability to work independently with minimal direction and supervision.
- Caring and empathetic attitude toward the Elderly.
- Demonstrate a strong commitment to cultural beliefs and values of Lummi Nation
- Practice Culturally sensitive at all times
- Effective interpersonal communication with individuals with frailty, hearing loss, and comprehension difficulties
- Ability to consistently arrive on time for scheduled shifts
- Ability to perform tasks requiring bending, lifting, reaching, and standing for extended periods

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Tribal Elders or vulnerable adults and is therefore subject to successful and extensive criminal background check.
- Must be available 24-hour basis
- Completion of the HIPAA training to obtain certification within 120 days of hire
- Mandatory Reporter for the Elder Abuse or Vulnerable Elder Abuse per Title V of the Lummi Nation of Laws and have the willingness to participate in training in regard to this responsibility
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.